THE PARTNERSHIP

Maryland nonprofit organizations regularly report that they need help recruiting and managing volunteers and lack the resources to do so effectively. Volunteer Maryland (VM) helps meet these needs by placing AmeriCorps members in nonprofit organizations throughout Maryland to serve as volunteer coordinators. The first step is to establish partnerships with organizations that can benefit from mobilizing volunteers. Together, VM and the partner organizations then work to recruit, train, and supervise AmeriCorps members to serve as Volunteer Maryland Coordinators.

Volunteer Maryland helps partner organizations provide more services, improve the effectiveness of the organizations' volunteer programs, and increase organizational capacity to manage volunteer programs. Volunteer Maryland provides intensive training to VM Coordinators who serve for 11 months. Each VM Coordinator works closely with organization staff to conduct a needs assessment, create policies, procedures, and training sessions for volunteers, initiate recruitment drives and media outreach, develop community partnerships, conduct volunteer recognition events, and train staff and volunteers in volunteer management skills. Volunteer Maryland, the VM Coordinator, and the partner organization all contribute to the partnership; details of each partner's contributions and roles can be found on the back of this page.

THE SELECTION CRITERIA

To be eligible for partnership, each organization must:
- Be a nonprofit 501(c)(3), school, or government agency.
- Have been operational (providing services) for at least one year.
- Have at least one full-time staff member (paid or volunteer).

In addition, the volunteer programs must:
- Meet a critical community need in the areas of disaster services, economic opportunity, education, environmental stewardship, healthy futures, or veterans and military families; priority will be given to programs in economic opportunity, education, and healthy futures.
- Utilize volunteers in direct measurable service (activities that have a hands-on, direct impact on the clients or community).
- Not be directly involved in political advocacy or religious instruction.

> "It's rather stunning to see how much our volunteer reading program has improved! Our procedures for acquiring and supporting volunteers are so much more clearly defined after our year with our Volunteer Maryland Coordinator."
> Susan Lattimore,
> The Barclay School

THE APPLICATION PROCESS

To be considered for a VM partnership, the VM Service Site Application must be submitted by March 20, 2015 A reading committee screens all applications for eligibility and quality of submission. Site visits are then scheduled with key staff at the agencies that have submitted the strongest applications to further discuss the VM partnership.

Key application elements include:
- Organizational capacity to develop and manage the program.
- Clearly defined need for the program.
- Realistic goals and ability to measure pre-determined outputs and outcomes.
- Integration of the volunteer program in the organization.

THE VM COORDINATORS

The VM Coordinators are AmeriCorps members who have committed to 11 months of service. They have diverse backgrounds and have ranged in age from 17 to 79 and in educational levels from high school diploma to PhD. They share a strong commitment to making a difference in their communities.

Along with eleven days of training at the beginning of the partnership year, they receive 7 -10 additional training days during the year from VM. They also receive ongoing technical support from VM staff.

What can we achieve together? Applications for a partnership year are due March 20, 2015
www.volunteermaryland.org

WHAT DOES VOLUNTEER MARYLAND PROVIDE TO PARTNER ORGANIZATIONS?

Volunteer Maryland provides ongoing, year-round support to VM Coordinators and partner organizations. Contributions include:

- A VM Coordinator who has committed to a year of service. *(Recruited and selected by both Volunteer Maryland and the Service Site.)*

- Pre-Service and monthly training for the VM Coordinator in program development, innovative volunteer management, and community-building skills (17—20 days).

- One-day orientation for organizations and three training sessions with both the VM Coordinators and partner organization staff focusing on program development and sustainability.

- Optional webinars and on-site training for site staff, volunteers, board members, and/or community partners tailored to meet your needs in volunteer management.

- The VM Coordinators' post-service educational benefit, health coverage, workers compensation, and a portion of the living stipend.

- Technical assistance and access to state and national networks.

- Supportive marketing materials to promote volunteer opportunities at the partner organizations.

WHAT ARE PARTNER ORGANIZATIONS REQUIRED TO PROVIDE?

- A clear vision for the volunteer program you plan to create, and how the direct service activity involved will impact your clients and/or community.

- Supportive leadership from your staff and board, to ensure that the volunteer program is considered and treated as an integral part of your organization.

- A designated supervisor for the VM Coordinator, who will provide weekly supervision and participate in four training days over the course of the year.

- A cash match to pay a portion of the coordinator living stipend. (See below for scale.)

- Adequate workspace for the VM Coordinator (including a desk, phone, and access to a computer and the Internet).

- Free or reimbursed parking for the VM Coordinator while s/he is working on-site.

- Reimbursement for parking and mileage incurred by the VM Coordinator as part of his/her work.

- General liability insurance for your volunteers.

In addition, each site is required to participate in Volunteer Maryland program evaluations during the partnership year and for three years after the end of the partnership.

> "V-LINC has benefited greatly from this program. It has kept our program going and growing and has ensured our program's survival over the next few years."
> Theo Pinette, V-LINC

THE CASH MATCH

Each partnering organization is required to invest in the partnership with a cash match, which is used to cover part of the VM Coordinator living stipend of $13,250. Volunteer Maryland pays the rest of the stipend and covers other benefits.

The amount of the cash match is based on the partner organization's *total operating budget*, including salaries, other operating costs, and any funds which are distributed as grants.

Site's Total Operating Budget	Amount of Cash Match
$100,000 or less	$4,750.00
$100,001 - $300,000	$5,750.00
$300,001 - $500,000	$6,750.00
$500,001 - $1 million	$7,750.00
$1,000,001 - $2 million	$8,750.00
$2 million or more	$9,750.00

The full cash match is due on September 29, 2015.